

**CIO Recommendation to the Information Technology Investment Board
for
Project Development Approval**

Agency: Department of Corrections (DOC)

Project Title: Automated Offender Sentence Calculation System (AOSCS)

Planned Start Date: July 7, 2004

Planned Completion Date: July 22, 2005

Estimated Total Project Cost: \$1,054,118 **Estimated Operations Cost (4 years):** \$154,000

Project Purpose:

The Virginia Department of Corrections (DOC) currently supervises nearly 74,000 offenders. DOC conducts approximately 12,000 initial sentence calculations each year and nearly 39,000 recalculations as the offenders' status changes over time. DOC also needs to provide fundamental sentence and offense information to system users for a large portion of the nearly 45,000 probationers and other offenders on community supervision. The Time Information Processing System (TIPS) is the application currently supporting these processes. TIPS is old, outdated, and hard to maintain. TIPS has a hierarchical database design developed 20 years ago. Losses in current system supporting staff have had an adverse impact on the capability of DOC to maintain TIPS. The personnel losses and system design will make the cost of continuing to maintain TIPS excessive.

The project objectives are to provide an Automated Offender Sentence Calculation System that:

- Replaces the old Time Information Processing System (TIPS) component of Offender Based State Correctional Information System (OBSCIS) with an application that will be able to integrate into a new automated Offender Management System (OMS) while continuing to interface with OBSCIS and Virginia Community Corrections Information System (VACCIS)
- Allows easier integration with other criminal justice agencies and interfaces with other automated systems within the DOC
- Makes real time data available to all authorized users
- Uses a standard database, simplifies required maintenance and support, and reduces associated costs

Enterprise Architecture Implications: The Automated Offender Sentence Calculation System complies with Commonwealth enterprise architecture standards.




Expected Project Results: Anticipated cost savings for the project are estimated at \$2,176,830. Savings will result from reduced support cost (\$133,000 annually), transaction charges (\$60,000 annually), and DOC staffing after 2008 (5 FTEs, \$212,910 annually). Significant cost avoidance may be achieved by eliminating potential litigation due to incorrect calculations or system failure. (The agency estimates litigation cost in millions of dollars could result from a major system failure.)



Anticipated Performance Measures:

- System testing validates that the Automated Offender Sentence Calculation System integrates with existing DOC systems and interfaces or integrates with other agency criminal justice information systems as appropriate.
- System testing validates that the Automated Offender Sentence Calculation System is capable of at least 12,000 initial sentence calculations and 39,000 recalculations per year.
- System testing establishes that users have access to real-time data including data on the 45,000 probationers and offenders on community supervision.
- DOC application support costs reduced \$133,000 annually.

Preliminary Risk Analysis: The preliminary risk analysis worksheet completed by the agency, indicates low risk associated with the project. PMD concurs with the agency preliminary risk analysis assessment.

Balanced Scorecard Evaluation Summary:

Criteria	Summary	Score
Stakeholder Perspective	Continued reliance on the current sentence calculation system places the Commonwealth at risk because there is a significant risk of system failure. The proposed system will benefit multiple agencies so the project has strong support from the stakeholders. The project also has stakeholder support because it will support user data needs related to 45,000 probationers and offenders on community supervision. The Public Safety Secretariat Oversight Committee recommended the project to the CIO for ITIB development approval.	
Business Process Perspective	The proposed system implemented by this project supports critical operational (business) functions. The investment will result in improved usage of resources and ultimately savings. The Automated Offender Sentence Calculation System is part of a planned integrated Offender Management System (OMS) program within DOC. The contract for the Automated Offender Sentence Calculation System has options for additional projects that are part of OMS which DOC can exercise contingent on project success and ITIB development approval of subsequent projects.	
Project Management Perspective	DOC has contracted a third party contractor to provide a project manager. The designated project manager has significant experience in similar system implementations at other state correctional departments. The designated PM is well qualified, with the right knowledge, skills, and his qualification record reflects 8,100 hours of project experience. The designated PM has attended the mandatory Commonwealth PM Overview training and	

	taken both qualification tests. A retest for two topic areas is required to completely satisfy the testing requirement. Approval for development should be granted but be contingent on completion of all Commonwealth project manager qualification requirements within 30 days.	
Financial and Economic Perspective	This project has a positive return on investment and a breakeven point of 4 years. The majority of funding is federal funds (91%) with the balance provided by DOC from General Funds in the agency operating budget.	
Enterprise Portfolio Perspective	This project fits well in the enterprise portfolio of the Commonwealth and within the Offender Management System of applications planned by DOC. The application also fits within the framework of the Criminal Justice System Enterprise Program. Because the project is low risk, the project does not increase the overall Commonwealth portfolio risk.	

Public Safety Oversight Committee Recommendation: The committee reviewed the project proposal and charter on June 24, 2004 and recommended development approval, subject to contingencies regarding project manager qualification and committee contract review.

CIO Recommendation: That the ITIB grant Development Approval for the Department of Corrections' Automated Offender Sentence Calculation System Project and authorize the Chairman of the ITIB to approve the project charter on behalf of the Board contingent on:

- The designated project manager meeting required qualification standards within 30 days. The Board approves this temporary waiver of the Commonwealth Project Manager Selection and Training Standard to allow the designated project manager additional time to complete required testing. If the project manager is not qualified at the end of the 30 day waiver, the project will be suspended until a qualified project manager is appointed and approved by the CIO.
- The Public Safety Oversight Committee reviewing the proposed contract prior to CIO approval.


 CIO of the Commonwealth

July 2, 2004
 Date